

DISTRICT FALL LEADERSHIP CONFERENCE

Purpose: A SkillsUSA District Fall Leadership Conference is usually held during November or December each year. This conference pulls together all the schools in that district to participate in a one-day training session for local club officers and develop a unified feeling about their SkillsUSA Districts. It provides an opportunity to train the newly elected local club officers as to their duties. It also provides the new District Officers an opportunity to display their leadership skills. It is important that this activity be well planned and organized. Remember this is the first time many of the students have attended a District level meeting.

Suggested Conference Planning

1. Prior to the start of school, meet with local advisors to set a time, date and place for the Fall Leadership Conference.
2. Prior to the start of school, or when convenient, meet with District Officers to plan the activities of the conference. Some suggested activities for the conference are:
 - A. Opening and Closing Ceremony by District Officers.
 - B. Announcements or presentation by District Advisor.
 - C. Announcements or presentation by State SkillsUSA Staff.
 - D. Guest speaker (topics should include Preparing for Leadership in the World of Work, Attitude Development, Leadership Training, Motivational, or Enthusiasm Presentation).
 - E. Group officer meetings to train new local club officers in their duties.
3. After an agenda for the meeting has been developed, the Senior Advisor should then correspond with all local clubs giving all pertinent information regarding the conference including time, date, cost, agenda and pre-registration.
4. Follow-up phone calls should be placed to predict the number of students and advisors attending, as well as encouraging local clubs to attend.
5. It should be understood that this conference is normally held during a school day. Length of time allotted for the conference can vary, but is normally held between the hours of 9:00 a.m. and 2:00 p.m. This allows for travel time to and from the various schools. It should also be noted that, because it is held through the lunch hour, students should be encouraged to bring a lunch or lunch could be included in the registration fee. The district could provide beverages.
6. Missouri SkillsUSA District Leadership Award - An individual leadership activity that should be a part of your Fall Conference is participation in the District Leadership Award Program. Students are to be able to recite the requirements listed, to a chaperoning SkillsUSA Advisor. Make sure all advisors and students try for this award. Prepare a check-off sheet for each student and orient advisors as to which requirements they are to screen. District Leadership Award pins are available from the State SkillsUSA Director. (See sample agenda)

NOTE: These requirements should be sent to all schools in advance!

Missouri District Leadership Award Requirements:

1. know the SkillsUSA motto,
2. know the SkillsUSA colors and their meaning,
3. know the 6 points of the SkillsUSA Creed,
4. know the meaning of each part of the SkillsUSA Emblem,
5. know the SkillsUSA Pledge,
6. know the official SkillsUSA dress for men and women,
7. name the 9 Missouri SkillsUSA Districts,
8. know one part of the Opening & Closing Ceremony,
9. know your Senior and Junior District Advisors and their schools, (send to each school)
10. know your District Officers and their schools (send to each school),
11. know your State Officers and their schools (send to each school),
12. know the Missouri State SkillsUSA Director and
know the SkillsUSA Region Missouri is in.

DISTRICT LEADERSHIP CONFERENCE TO DO LIST

1. Establish next year's date prior to the end of the school year.
2. Establish next year's site prior to the end of the school year.
3. Meet with District Executive Council prior to the end of school to establish the agenda and registration fee for the Leadership Conference.
4. Order District Leadership Awards prior to September 30 (use form).
5. Develop registration form (use sample as a guide).
6. Mail registration form to local associations 4 weeks prior to Conference with due date 2 weeks prior to Conference. *Send a copy to the State office. Include the MLC FORM 2 & MLC FORM 2A (photocopy master) for each participant to complete and sign.
7. Establish procedure for and print nametags, registration list and group session list. Invoice Schools.
8. Print or copy programs which should include:
 - agenda
 - map of school or host location
 - requirements for District Leadership Award
 - lunch location(s)
9. Prepare Registration Packets for each Local Association which include:
 - registration list
 - name tags
 - programs
10. Determine and inform location of bus parking.
11. Establish greeting or courtesy corps.
12. Establish procedure for registration area.
13. Determine who will lead each small group session.
14. Conduct Conference.

This form is to be used only by Senior District Advisors.

Missouri SkillsUSA District Leadership Awards _____ X \$1.25 = _____
 quantity total cost

City _____ State _____ Zip _____

Missouri SkillsUSA
Attn: Paul Light
DESE
PO Box 480
Jefferson City, MO 65102-0480

Phone 573-751-4460
Fax: 573-526-4261
E-mail: plight@mail.dese.state.mo.us

Registration Form

Return by _____ to: Your District Advisor

DISTRICT FALL LEADERSHIP CONFERENCE AGENDA

- I. Opening Ceremonies (performed by District Officers)
- II. Program
 - A. Explanation of Conference
 - B. Group Activities
 - 1. Get Acquainted
 - 2. Group Sessions
 - a. Community Service Activities
 - b. Public Relations
 - c. Professional Programs
 - d. Civic Activities
 - e. Program of Work
 - f. Duties of Club Officers
 - C. Statesman Award Activities
- III. Business Meeting
 - A. Roll Call
 - B. Minutes of Meeting
 - C. Correspondence
 - D. Reports
 - E. Old Business
 - F. New Business
- IV. Presentation of Awards
- V. Closing Ceremonies

Date _____

District _____

MISSOURI SKILLSUSA DISTRICT LEADERSHIP AWARD

Name _____

Local SkillsUSA Chapter _____

The assigned individual(s) will verify your knowledge of the listed requirements by initialing to the left of the requirements.

Verifier's

Initials

Requirements

Evaluator

_____	1.	Recite the SkillsUSA motto	_____
_____	2.	Name the SkillsUSA colors and explain their meaning	_____
_____	3.	Name the 6 points of the SkillsUSA Creed.	_____
_____	4.	Name each part of the SkillsUSA emblem and explain what it stands for	_____
_____	5.	Recite the SkillsUSA Pledge	_____
_____	6.	Describe the official SkillsUSA dress	_____
_____	7.	Name the 9 Districts that make-up Missouri SkillsUSA	_____
_____	8.	Recite one part of the SkillsUSA Opening & Closing Ceremony	_____
_____	9.	Name the member's Junior and Senior District Advisors	_____
_____	10.	Name the member's District Officers	_____
_____	11.	Name the State SkillsUSA Officers	_____
_____	12.	Name the State SkillsUSA Director	_____
_____	13.	Name the SkillsUSA National Region that includes Missouri.	_____

We hereby authorize the awarding of the Missouri District Leadership Award to the above named SkillsUSA member who has met all requirements listed.

Local Advisor

Senior District Advisor

FALL LEADERSHIP CONFERENCE DISTRICT SUMMARY FORM

District Name _____ Date _____

Person completing form _____

Cost per student _____ Total number of participants _____

Do advisors pay registration fee? ____ Yes ____ No Cost per Advisor _____

This form is due in the State SkillsUSA-VICA office 10 days after your District Leadership Conference!

Name of School	Number of Advisors	Number of Students	Total No. to be Charged for	Check or PO #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE:

Mail to: Missouri SkillsUSA
Attn: Paul Light
PO Box 480
Jefferson City, MO 65102-0480

Revised 10/2002

Opening Ceremony

(The officers walk in from the outside entrance to their respective places and remain standing.)

President: *(Raps twice with gavel.)*

The meeting will come to order. The thought for the day will be given by _____.

Designated Officer: *(Gives the thought for the day)*

(and returns to his or her seat.)

President: *(Raps gavel once to seat the officers.)*

The emblem is symbolic of the SkillsUSA–VICA organization. You are about to witness the Emblem Ceremony, in which the meaning of each component of our emblem will be given and the significance of the colors described.

(Raps gavel once, calls for the parliamentarian, and steps directly back.)

Parliamentarian: *(Picks up the shield and moves to speaker's stand.)*

The shield represents patriotism. *(Pauses)*

The shield denotes our belief in democracy, liberty, and the American way of life.

(Affixes the shield to the SkillsUSA–VICA emblem stand, calls for the reporter, and returns to seat.)

Reporter: *(Picks up the gear and moves to speaker's stand.)*

The gear represents the industrial society. *(Pauses)*

The gear, symbolic of the industrial society, denotes the interdependence and cooperation of the individual working with labor and management for the betterment of mankind.

(Affixes the gear to the SkillsUSA–VICA emblem, calls for the treasurer, and returns to seat.)

Treasurer: *(Picks up the torch and moves to speaker's stand.)*

The torch represents knowledge. (Pauses)

The flaming torch reflects the light of knowledge, which dispels the darkness of ignorance. In the light of the torch, progress will be made toward the vocational goals of the individual.

(Affixes the torch to the SkillsUSA–VICA emblem, calls for the secretary, and returns to seat.)

Secretary: *(Picks up the orbital circles and moves to speaker's stand.)*

The orbital circles represent technology. (Pauses)

The circles represent the challenge of modern technology and the training needed to accept and master new technical frontiers and the need for continuous education.

(Affixes the circles to the SkillsUSA–VICA emblem, calls for the vice president, and returns to seat.)

Vice President: *(Picks up the hands and moves to speaker's stand.)*

The hands represent the individual. (Pauses)

The hands portray a search for knowledge and our desire to acquire a skill.

In the process of attaining knowledge and skill,

we will develop a respect for the dignity of work
and become productive and responsible citizens.

(Affixes the hands to the SkillsUSA–VICA emblem, calls for the historian, and returns to seat.)

Historian: *(Moves to emblem. Pauses)*

With the affixing of the golden hands, we add the final official color of SkillsUSA–VICA. The colors of the emblem represent our organization. Red and white represent the individual states and the chapters; blue represents the common union of the states and the chapters; and gold represents the individual, the most important element of SkillsUSA–VICA.

(Calls for the president and returns to seat.)

President: *(Picks up the letters SKILLSUSA–VICA and moves to emblem. Affixes the letters to emblem. Pauses)*

All of the components comprise our emblem.
Separately, they could be applied to many organizations,
but as one unit, they represent the fundamental
principles and purposes of our organization.
The emblem represents SkillsUSA–VICA.

(Returns to position. Pauses. Raps three times with gavel for all to stand.)

We will respect the flag with the Pledge of Allegiance.

In Unison: I pledge allegiance to the flag of the United
States of America, and to the Republic for which it

stands, one Nation under God, indivisible, with liberty and justice for all.

President: (Raps once with gavel for all to be seated.)

Closing Ceremony

President:

Mister/Madame Secretary, have you a record of any further business to come before the meeting at this time?

Secretary: *(Rises)*

I have none, Mister/Madame President.

(Is seated.)

President:

Does any member know of any new or unfinished business which should come before this meeting?

(Pauses for response.)

Since there is no further business to come before the meeting at this time, we will prepare to adjourn. Since the rule is the basic instrument of our work, it is particularly fitting that we select the Golden Rule, "Do unto others as you would have them do unto you," to govern our lives. Let us speak our pledge.

(Raps three times with gavel on the sounding block for all to rise and leads in reciting the pledge.)

All In Unison:

Upon my honor, I pledge

To prepare myself by diligent study and ardent practice
to become a worker whose services will be recognized
as honorable by my employer and fellow workers,

To base my expectations of reward upon the solid
foundation of service,

To honor and respect my vocation in such a way as to
bring repute to myself,

And further, to spare no effort in upholding
the ideals of SkillsUSA–VICA.

President:

I now declare this meeting adjourned
until our next regular meeting or until a special meeting
shall be called by your president.

(Raps once with gavel.)

(All officers exit the room in a formal manner.)